

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES
AGENCY POLICY**

DUAL RELATIONSHIPS

POLICY:

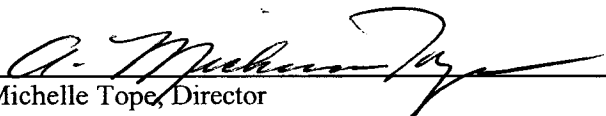
Employees of Tuscarawas County Job & Family Services shall apply professional discipline regarding dual or multiple relationships with clients, foster parents, or child care providers. A dual or multiple relationship occurs when employees relate to clients in more than one capacity, whether professional, social, or business.

PROCEDURE:

1. Employees are responsible for setting clear, appropriate, and culturally sensitive boundaries to protect the client, foster parent, or child care provider and themselves. Employees must not enter into any dual relationship or multiple relationship that exploits or harms the moral, physical, or psychological well-being of a client, foster parent, or child care provider or when the employee benefits unfairly and inappropriately from the relationship.
2. Employees shall notify their Supervisor immediately of any existing dual or multiple relationship with any client, foster parent, or child care provider at the time of hire, or if the same develops during employment, immediately upon discovering the same.
3. Employees will not be permitted to work on any matter involving a client, foster parent, or child care provider when that employee has a dual or multiple relationship with any of them, including an intimate or business relationship.
4. Business Relationships: Employees shall exercise caution in entering into business relationships with any client, foster parent, or child care provider. Examples include, but are not limited to, the purchase and rental of housing, vehicles, or other property. Employees must be certain to insure that the client is not taken advantage of in any business relationship. Any time an employee enters into a business relationship with a client, foster parent, or child care provider, the employee shall notify the Director of the same in writing.
5. Gifts and Money: Employees shall not accept gifts, money, or payment for their work from any client, foster parent, or child care provider. Employees likewise may not provide gifts or money to clients, foster parents, or child care providers. Employees may accept de minimus or non-substantial items, such as baked goods or food, if the same is not routinely accepted from the same source and is not provided under circumstances that create the potential that it is being given in order to improperly influence the employee in the discharge of their duties. Additionally, the agency may provide gifts to these persons, including a meal and a small item, as part of an organized and officially sanctioned event. Employees should consult the Ethics Policy, agency legal counsel, or the Ohio Ethics Commission regarding questions of the propriety of accepting specific items.

6. Intimate Relationships: Employees shall avoid entering into an intimate relationship with a client, foster parent, or child care provider. An intimate relationship includes, but is not limited to, a romantic relationship or close personal friendship that may cause a member of the public to question the impartiality of the agency employee in relation to the client. Intimate relationship does not include normal social interaction that occurs between the employee and members of the public. Under no circumstances may an employee co-habitate or share living expenses with a client, foster parent, or child care provider, unless the employee and client have an existing familial relationship. Any time an employee is living with or sharing living expenses with a client, the employee must inform the Director of the same in writing as soon as the employee becomes aware of the same.

7. Failure to observe the requirements of this policy shall subject the employee to disciplinary action up to and including termination. Additionally, violation of this policy may result in the employee being subject to criminal charges. The agency will report violations of this policy to the appropriate professional licensing agency, if appropriate. Any exceptions to this policy must be made in writing and approved by the Director.


Michelle Tope, Director

July 17, 2012
Effective Date

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**DUAL RELATIONSHIPS
RECEIPT FOR EMPLOYEE PERSONNEL FILE**

I have received, read and subscribe to the Tuscarawas County Job & Family Services Dual Relationships Policy.

Signature of Employee

(This receipt copy goes into employee personnel file)

Date signed